

**BY ORDER OF THE COMMANDER
JOINT BASE ELMENDORF-
RICHARDSON**

**JOINT BASE ELMENDORF-
RICHARDSON INSTRUCTION 36-2502**

16 JUNE 2016



Personnel

**SENIOR AIRMAN BELOW-
THE-ZONE PROMOTION PROGRAM**

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This instruction implements Air Force Policy Directive (AFPD) 36-25, *Military Promotion and Demotion*. It provides guidance and policy for the Joint Base Elmendorf-Richardson (JBER), Senior Airman (SrA) Below-the-Zone (BTZ) promotion program and provides administrative procedures for the central base board (CBB) and large unit board (LUB). It applies to all eligible Active Duty Airman First Class who are assigned to JBER, but does not apply to Air National Guard (ANG) or Air Force Reserve units and members. Submit requests for waivers through the chain of command to the publication Office of Primary Responsibility (OPR) for non-tiered compliance items. This instruction cannot be supplemented or further extended. Refer recommended changes and questions about this publication to the OPR, using AF Form 847, *Recommendation for Change of Publication*. Route the AF Forms 847 through the appropriate chain of command. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). See [Attachment 1](#) for Glossary, References and Supporting Information. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

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SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. It now includes a separate 3rd Wing (WG) Board that will take place under the 3 WG Command Chief. Additionally, this instruction has updated the number of lines for the 1206 and Large Unit Board procedures.

1. Program Objective. To provide **exceptionally** qualified Airmen First Class (A1C) with a one-time consideration for promotion to Senior Airman (SrA), to be effective 6 months prior to the fully-qualified point. Selection opportunity is 15 percent.

2. Authorities:

2.1. As the Host Wing Commander, the 673d Air Base Wing Commander (673 ABW/CC) is responsible for administering the BTZ program. The BTZ administration for the 3rd Wing eligible units is the responsibility of the 3rd Wing Commander (3 WG/CC).

2.2. Commanders of large units (seven or more eligible) have selection and promotion authority. Small unit commanders (six or less eligible) nominate to the Central Base Board (CBB) or the 3rd Wing board and have promotion authority once selections are approved by the respective wing commander.

2.3. Commanders of large units may release the results of the Large Unit Board (LUB) and notify the members within their units once they have approved and signed their board minutes. Board minutes must then be forwarded to the respective wing commander for informational purposes only.

3. Identifying/Verifying Eligibles:

3.1. The 673d Force Support Squadron Career Development Element (673 FSS/FSMPD) will receive a roster within the first 10 days of the first processing month (January, April, July, October). The roster identifies all A1Cs who meet the Time-In-Grade (TIG) and Time-In-Service (TIS) requirements, regardless of promotion eligibility conditions (that is, on control roster, undergoing Article 15 punishment, referral Enlisted Performance Report (EPR), and so forth). The 673 FSS/FSMPD will verify each individual to ensure they meet TIG and TIS requirements for the current quarter.

3.2. By the third week of the first processing month (see [Table 1](#), below), the 673 FSS/FSMPD will provide unit commanders an eligibility listing identifying all A1Cs that meet TIG and TIS requirements for those promotion months. Then 673 FSS/FSMPD will coordinate the convening date of the CBB with 673 ABW/CCC and the 3rd Wing Board with the 3 WG/CCC.

3.3. Unit commanders must consider all eligible Airmen. This includes individuals who are on leave, Temporary Duty (TDY), or who may have an assignment with a Report No Later Than Date (RNLTD) on the first day of the first processing month or later.

Table 1. BTZ Annual Schedule.

Processing Months	Selection/Board Month	Promotion Months
Jan-Feb	Mar	Apr-Jun
Apr-May	Jun	Jul-Sep
Jul-Aug	Sep	Oct-Dec
Oct-Nov	Dec	Jan-Mar

4. Quotas:

4.1. Quotas are established at 15 percent of eligible individuals based on TIG and TIS only. The 673 FSS/FSMPD determines quotas then distributes quotas to the units/wings. Units may not aggregate at the group level. **EXAMPLE:** Medical Group is divided into six units and each unit commander has promotion authority, therefore, they will be considered as individual units and cannot be added together to make a large unit (refer to AFI 36-2502, *Airman Promotion/ Demotion Programs*, paragraph [2.3.5.1](#)).

4.2. Computation. Eligible Airmen multiplied by 15 percent equals the quota. **EXAMPLE:** 13 Eligible Airmen X .15% = 1.95 or 2 BTZ Quotas. Fractions of .5 or more are rounded up.

Table 2. Quota Computations and Distribution.

Eligible	Quota	Eligible	Quota
07-09	01	37-43	06
10-16	02	44-49	07
17-23	03	50-56	08
24-29	04	57-63	09
30-36	05	64-69	10

5. CBB and 3 WG Board Procedures:

5.1. **Nomination.** Small units (squadrons with six or less eligible) can nominate any eligible A1C in their unit to meet the board. However, it is imperative commanders nominate **ONLY** those Airmen that are exceptionally qualified and deserving of early promotion. The board **SHOULD NOT** be asked to consider average packages. Small units are not required to submit a nominee if those eligible are not exceptionally qualified.

5.2. **Single Unit Retrieval Format (SURF).** The unit will ensure supervisors verify that their nominee's Assignment Management System (AMS) SURF data is accurate and complete. Individuals are responsible for correcting any erroneous data prior to the board convening.

5.3. **Board Nomination Format.** Units will provide a maximum of 10 lines (not including heading), singled-spaced, on the most current version of the AF Form 1206, *Nomination for Award*. The one heading is:

5.3.1. **Specific Accomplishments (10 Bullets):**

- 5.3.1.1. Describe significant accomplishments and how well the nominee performed assigned primary and additional duties. Define the scope, level of responsibilities and the impact on the mission and unit.
- 5.3.1.2. The AF Form 1206, Air Force Fitness Management System (AFFMS II) history, and AMS SURF must be e-mailed to the 673 FSS Career Development Mailbox organizational e-mail account.
- 5.3.1.3. AF Form 1206 may have an acronym key spelling out uncommon acronyms. List bullets in alphabetical order. **DO NOT** carry over to back page.
- 5.4. **Fitness Score.** All fitness scores must be 80 or above on last two fitness tests, or 90 or above on most recent fitness test, with no failure on any portion within the last 12 months.
- 5.5. **Face-To-Face Board.** Nominees will meet a face-to-face board, unless unavailable due to TDY, deployment or leave (scheduled prior to board announcement). All absences must be pre-excused/pre-approved by their respective Command Chief. Every effort should be considered to allow a nominee to meet the board including use of Video Teleconference (VTC), Skype ®, and Defense Connect On-line (DCO). Members unable to meet the board will not be penalized (that is, their merit ranking will not be lowered); however, they cannot improve their position if they are unable to meet the face-to-face board. If 50% or more of the members are unavailable, the board will be paper only.
- 5.5.1. The 673 FSS/FSMPD, with support from the applicable wings Command Chief Executive Assistant (CCCE), will schedule a face-to-face board and ensure participating units are notified prior to the board convening.
- 5.5.2. Nominees will be scored on dress and appearance, military bearing, and communication skills. Air Force subject knowledge will consist of opinionated, thought-provoking questions by board members. This is the nominee's opportunity to personally communicate their readiness for promotion to the board members.
- 5.6. **Board Composition.** The typical board will have a board president and 3-4 board members. Board will consist of the respective Command Chief Master Sergeant (CCM), or a CCM designate, and one CMSgt from 3-4 of the associated units. If there is not a CMSgt available for a specific group, a SMSgt may act in their stead. The CCM, or CCM designate, will serve as the board president.
- 5.7. **Selection Folder.** The 673 FSS/FSMPD will build an electronic selection folder for each eligible member nominated by their unit commander and forward to board president no later than one week prior to the face-to-face board. The nominee's selection folder will consist of AMS SURF and AF Form 1206. Enlisted Performance Reports (EPR) and Letters of Evaluation (LOE) **WILL NOT** be considered.
- 5.8. **Scoring.** Board members will score each nominee's selection folder using "whole-person concept" criteria. Board members must distinguish between nominees. No two nominees should receive the same score from a board member.
- 5.9. **Order.** Based on computed scores, board members will rank order the nominees. The member with highest score is ranked #1.
- 5.10. **Board Recorder.** Will collect the score sheets and add the rank order numbers for each nominee. The nominees with the lowest totals are recommended for promotion.

5.11. **Tie.** In the event of a tie in ranking, the board president will direct a reevaluation of the tying packages only. If the matter cannot be resolved, the board president will break the tie.

5.12. **Recommendations.** The board recorder will provide a promotion recommendation letter for Wing Commander approval (see [Attachment 2](#), this instruction) through the CCM office. The letter will rank order the nominees, based upon the allotted quota and will include two alternates.

6. LUB Procedures:

6.1. Large units are squadrons with seven or more eligible Airmen. Large units may select 15 percent of their eligible individuals for promotion (see [Table 2](#), this instruction). If eligible Airmen are not exceptionally qualified for early promotion, unit commanders may elect not to use their full quota.

6.2. The LUB will not be held earlier than the 1st week of the selection month and no later than the third week of the selection month. This requirement is imposed to ensure fair, equitable, and timely promotion consideration across JBER.

6.3. Supervisors will provide a maximum of 10 lines (not including heading), singled-spaced, on the most current version of the AF Form 1206. The one heading is:

6.3.1. **Specific Accomplishments** (10 Bullets):

6.3.1.1. Describe significant accomplishments and how well the nominee performed assigned primary and additional duties. Define the scope, level of responsibilities and the impact on the mission and unit.

6.3.1.2. The AF Form 1206, AFFMS II history, and AMS SURF must be e-mailed to the 673 FSS Career Development Mailbox organizational e-mail account.

6.3.1.3. AF Form 1206 may have an acronym key spelling out uncommon acronyms. List bullets in alphabetical order. **DO NOT** carry over to back page.

6.4. The LUB will have a board president and 3-4 board members. The LUB will consist of the squadron Chief Enlisted Manager (CEM) or designee, who will serve as board president. All other CMSgts in the unit should be given the opportunity to participate in the LUB. The board president may also identify SMSgts, and if necessary, MSgts, from the unit as board members to ensure a wide cross-section of the unit is represented. MSgts will only be used as board members if CMSgts or SMSgts are not available. CMSgts and SMSgts from other units may be used.

6.5. The package will consist of the AMS SURF and AF Form 1206. EPRs and LOEs **WILL NOT** be considered.

6.6. Scoring, rank ordering and final promotion recommendations will be conducted in the same manner as the CBB. See paragraphs [5.8](#) thru [5.12](#), this instruction.

6.7. Upon identifying the unit selectees, the unit will then provide Board Minutes (see [Attachment 3](#), this instruction), and signed (digital or ink signature) unit roster to the 673 FSS Career Development Mailbox e-mail account by the suspense date coordinated by the Enlisted Promotions Technician.

7. Announcing Selection:

7.1. Results of CBB and 3rd Wing boards will be released by the respective Wing Commander once the board minutes are signed.

7.2. Results of unit level boards will be released once the board minutes are signed by the respective commander.

7.3. The 673 FSS/FSMPD will update the projected promotion within 48 hours after receipt of the signed memorandum.

8. Information Collections. No information collections are required by this publication.

BRIAN R. BRUCKBAUER, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 36-25, *Military Promotion and Demotion*, 21 June 1993.

AFI 36-2502, *Airman Promotion/Demotion Programs*, 12 December 2014.

AFMAN 33-363, *Management of Records*, 1 March 2008.

PSD Guide, *Enlisted Promotions*, 8 March 2013.

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*.

AF Form 1206, *Nomination for Award*.

Prescribed Forms

No Forms were prescribed by this publication.

Abbreviations and Acronyms

A1C— Airman First Class

ABW— Air Base Wing

AFFMS— Air Force Fitness Management System

AFI— Air Force Instruction

AFMAN— Air Force Manual

AFPD— Air Force Policy Directive

AFRIMS— Air Force Records Information Management System

AMS— Assignment Management System

ANG— Air National Guard

BTZ— Below-the-Zone

CBB— Central Base Board

CC— Commander

CCCE— Command Chief Executive Assistant

CCM— Command Chief Master Sergeant

CEM— Chief Enlisted Manager

CMSgt— Chief Master Sergeant

DCO— Defense Connect On-line

EPR— Enlisted Performance Report

FSS— Force Support Squadron

JBER— Joint Base Elmendorf-Richardson

LOE— Letter Of Evaluation

LUB— Large Unit Board

MSgt— Master Sergeant

OPR— Office of Primary Responsibility

RDS— Records Distribution Schedule

RNLTD— Report No Later Than Date

SMSgt— Senior Master Sergeant

SrA— Senior Airman

SURF— Single Unit Retrieval Format

TDY— Temporary Duty

TIG— Time-in-Grade

TIS— Time-in-Service

VTC— Video Teleconference

Attachment 2

SAMPLE CBB AND 3 WG BOARD PROMOTION RECOMMENDATION LETTER

Figure A2.1. Sample CBB and 3 WG Board BTZ Minutes and Promotion Recommendation Letter.

MEMORANDUM FOR (Office Symbol of WG/CC)		
FROM: (Office Symbol of Board President)		
SUBJECT: Senior Airman Below-the-Zone Promotion Recommendation		
1. The _____ Wing Senior Airman Below-the-Zone Promotion Board for the calendar quarter _____ convened on (date) in building_____.		
Board members were:		
Grade/Name	Organization/Office Symbol	Position
XXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	Board President
XXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	Board Member
XXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	Board Member
XXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	Board Member
2. The board considered _____ nominees. The board had a quota of _____ selectees. The board's recommendation is summarized in order of selection below, to include two alternates:		
Name (Last, First, MI)	Organization	Promotion Date
XXXXXXXXXXXXXX	XXXXXXXXXXXX	DD-MMM-YY
XXXXXXXXXXXXXX	XXXXXXXXXXXX	DD-MMM-YY
XXXXXXXXXXXXXX	XXXXXXXXXXXX	1st Alt
XXXXXXXXXXXXXX	XXXXXXXXXXXX	2nd Alt
<div style="text-align: right;">_____ Board President</div>		
1st Ind to (Unit/OFF SYM of board president), (Date from front side), Senior Airman Below-the-Zone Promotion Recommendation.		
MEMORANDUM FOR 673 FSS/ FSMPD		
Approved/Disapproved.		
<div style="text-align: right;">NAME, Rank, USAF Commander</div>		

Attachment 3

SAMPLE LARGE UNIT BTZ BOARD MINUTES AND RECOMMENDATION LETTER

Figure A3.1. Sample Large Unit BTZ Board Minutes and Promotion Recommendation Letter.

MEMORANDUM FOR 673 FSS/FSMPD		
FROM: Unit/Office Symbol of Board President		
SUBJECT: Senior Airman Below-the-Zone Promotion Recommendation		
1. The _____ Large Unit Senior Airman Below-the-Zone Promotion Board for the calendar quarter _____ convened on _____ in building _____.		
Board members were:		
Grade/Name	Organization/Office Symbol	Position
XXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX	Board President
XXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX	Board Member
XXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX	Board Member
XXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX	Board Member
2. The board considered _____ nominees. The board had a quota of _____ selectees. The board's recommendation is summarized in order of selection below, to include two alternates:		
Name (Last, First, MI)	Organization	Promotion Date
XXXXXXXXXXXXXX	XXXXXXXXXX	DD-MMM-YY
XXXXXXXXXXXXXX	XXXXXXXXXX	DD-MMM-YY
XXXXXXXXXXXXXX	XXXXXXXXXX	1st Alt
XXXXXXXXXXXXXX	XXXXXXXXXX	2nd Alt
<div style="text-align: right;"> _____ Board President </div>		
1st Ind to (Unit/OFF SYM of board president), (Date from front side), Senior Airman Below-the-Zone Promotion Recommendation.		
MEMORANDUM FOR 673 FSS/FSMPD		
Approved/Disapproved		
<div style="text-align: right;"> _____ Unit Commander Signature Block Commander </div>		
cc: 673 ABW/CCCE		